

# ASSISTANT NEWS EDITOR

The Assistant News Editor is one of The Shorthorn's assignments editors, responsible for ensuring that Shorthorn coverage is thorough and includes all segments of the UTA community. Specific responsibilities of the assistant news editor include:

- With the News Editor, assigns and edits stories for the daily newspaper. Editing will be primarily, but not limited to, those stories not slated for the front page;
- Compiles and/or edits daily local briefs.
- With the News Editor, produces Daily Story Budget and Overnight Story Budget daily as directed by the News Editor;
- Ensures that continuity of coverage is maintained on beats not currently staffed;
- Enforces reporters' deadlines;
- With the Editor and News Editor, ensures The Shorthorn's corrections and clarifications policies are carried out and that corrections and clarifications are printed promptly;
- Reports and writes stories as needed and cover beats as needed;
- Attends all budget meetings, Editors' Meetings, Writers Meetings and Staff Meetings.
- Works with reporters and other editors as needed in completing their assignments.
- Meets all deadlines, production and other requirements expected of all staff members.
- Keeps posted office hours that have been approved by the News Editor.
- Performs as News Editor in the News Editor's absence and performs other tasks as assigned or needed for production of The Shorthorn.

## **Additional Qualifications**

- Experience in journalistic writing and editing.
- Knowledge of and/or experience in journalistic photography, graphics and production.
- Must have previously held a Shorthorn reporting position.
- Must be currently enrolled at UTA.

## **Compensation base rate**

Outlined in editor pay plan for the semester. Compensation may be reduced for major errors, missed deadlines or other problems.